Sheila Word

Blue Yonder Airlines

1234 15th St

Phoenix, AZ 89001

October 11, 20XX

Paul Suurs

9876 Main St.

Phoenix, AZ 89002

Dear Mr. Suurs:

It is our pleasure to confirm our offer of employment to you as a Ticket Agent. In this position, you will report directly to Deborah Poe beginning Monday, November 11, 20XX.

Your salary will be $55,000 per year. Paychecks are issued biweekly beginning with your first paycheck on Friday, November 14, 20XX.

We will provide relocation assistance in the amount of $2,500. If you leave before one year of continuous employment, you are required to return the total amount of relocation assistance.

You will be eligible for medical benefits beginning on your first day of employment. Vacation accrues at a rate of 8.5 hours per month. You will be eligible to take accrued vacation after three months of continuous employment.

To confirm your acceptance of this offer of employment, please sign below and return to me by fax at (555) 555-0150.

Signature Date

Sincerely,

Sheila Word

Human Resources Specialist